

**NOTICE OF PUBLIC MEETING**

VILLAGE OF HARRISON, CALUMET (& OUTAGAMIE) COUNTY, WI

NOTICE IS HEREBY GIVEN that a Village of Harrison Board Meeting will be held at the Harrison Municipal Building, W5298 State Road 114, Menasha on Tuesday, May 10, 2016 at 7:00pm. The agenda is printed below.

1. Call to Order the Village Board Meeting for May 10, 2016
2. Pledge of Allegiance
3. Roll Call
4. Correspondence or Communications from Board and Staff
5. Public Comments
Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.
6. Consent Agenda
 - a) None
7. Items removed from Consent Agenda
8. Appointments
 - a) Fox Valley Transit Commission
9. Unfinished Business from Previous Meetings for Consideration or Action
 - a) None
10. New Business for Consideration or Action
 - a) Parker Farms 2 Gravel Road Acceptance
 - b) Request meeting with Kimberly Area School District and Outagamie Co. Sheriff Dept. to discuss sidewalks and Safe Routes to School
 - c) Request Darboy Sanitary District to add Village of Harrison name to water tower
 - d) Lower speed limit of Manitowoc Road west of County N
 - e) Request for power panel shut off switch at Darboy Community Park
 - f) Presentation by Lake Park Sportzone for Phase 2
 - g) Authorization to submit a proposal to the Fox Cities Convention & Visitor's Bureau
11. Future Agenda Items
12. Closed Session: The Village Board will meet in closed session pursuant to Wis. State Stats. §19.85 (1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session in regards to extending Blackoak Street and expanding parking areas. The Village Board may reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes for possible action on the closed session.
13. Adjournment

Agenda is posted at Harrison Municipal Building and www.harrison-wi.org. Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting. As such, a quorum of the Town Board, Plan Commission, or ZBA may be in attendance. However, the only business to be conducted is for the Village Board.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Date:

May 10, 2016

Title:

Parker Farms 2 Gravel Road Acceptance

Issue:

Should the Village Board accept the gravel roads in the Parker Farms 2 subdivision?

Background and Additional Information:

The developers of the Parker Farms 2 subdivision are requesting that the Village Board accept the roads in a gravel state so that building and zoning permits can be issued. The developer has stated that there are several builders that wish to construct a home for the parade of homes in August. All provisions of the development agreement have been met and the roadways have been constructed and utilities installed.

The only remaining issue is the installation of a culvert under Emily Lane from Lots 57/58 to Lot 60 or mitigation of the wetlands. The culvert was planned in order to connect the wetlands in accordance with DNR provisions. However, the developers are planning to mitigate and remove the wetlands which would cause the culvert to be unnecessary. Wetland mitigation permits are currently being reviewed by the DNR. The roadway was constructed in late-November or early-December without a culvert. The Village Board approved the development agreement with an extra warranty for the roads.

Budget/Financial Impact:

None.

Recommended Action:

Staff recommends the Village Board accept the gravel road in Parker Farms 2 with the following conditions:

1. If there is no approval from the DNR regarding the wetland mitigation by July 31, 2016, then the Developer shall install a culvert under Emily Lane by August 31, 2016.
2. Curb & gutter and asphalt paving shall be installed between July 1, 2017 & October 1, 2017. Sidewalks shall be installed by October 1, 2018.
3. Building & zoning permits can be issued provided the above conditions and all requirements of the Development Agreement are met.

Attachments:

- Parker Farms 2 plat map

Parker Farms 2

All of Lot 3, Certified Survey Map 3499, being part of the Northeast 1/4 of the Southeast 1/4, and all of Lot 2, Certified Survey Map 3464, being part of the Northwest 1/4 of the Southeast 1/4 and Southwest 1/4 of the Southeast 1/4 Section 03, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin

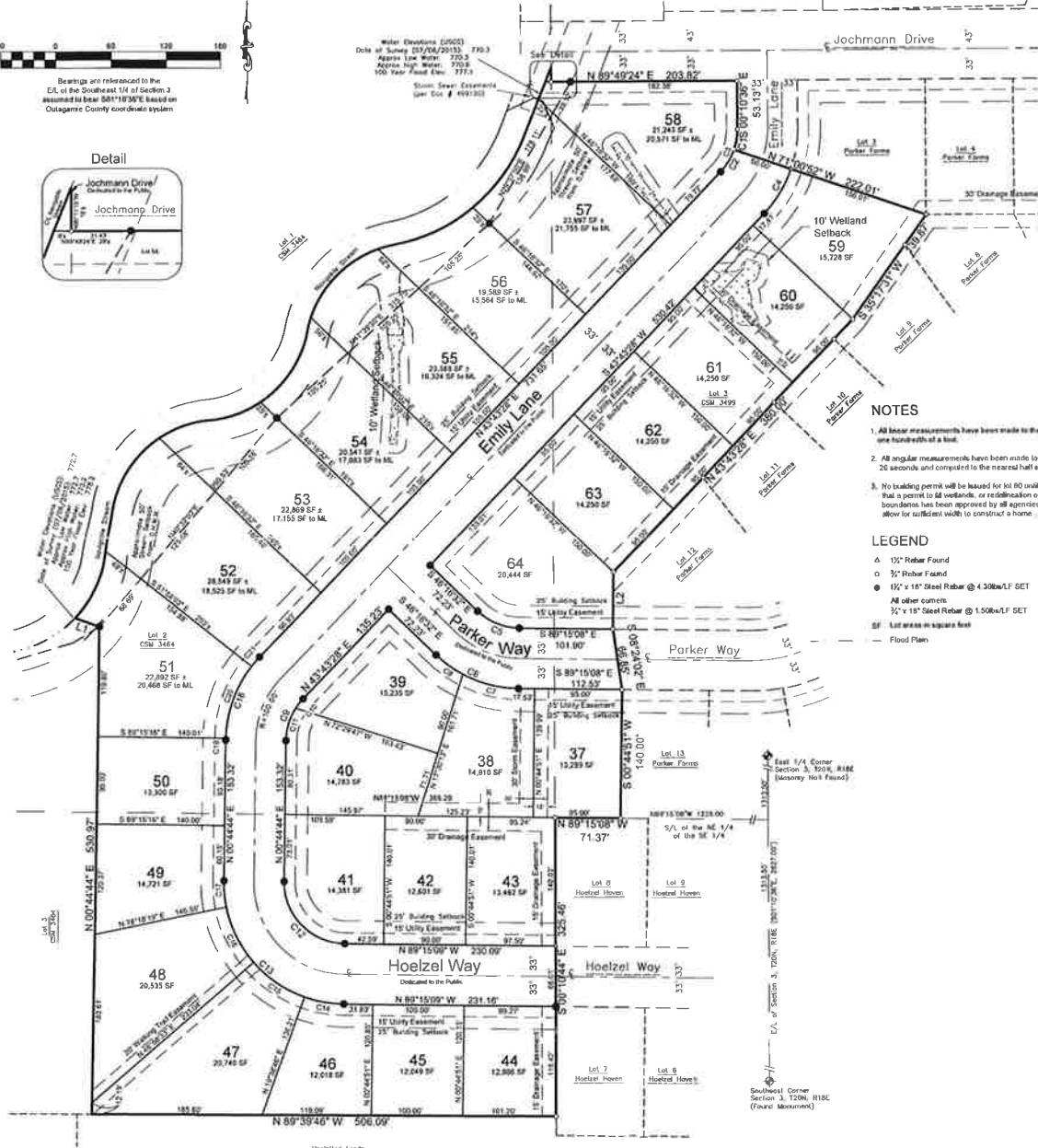
There are no objections to this plan with respect to Secs. 236 15, 236 16, 236 20 and 236 21(1) and (2), Wis. Stats. as provided by s. 236 12, Wis. Stats.
Certified _____, 20____
Department of Administration

LOCATION MAP



Bearings are referenced to the E.L. of the Southeast 1/4 of Section 3 assumed to bear S81°18'30"E based on Outagamie County coordinate system

Detail



NOTES

- All linear measurements have been made to the nearest one hundredth of a foot.
- All angular measurements have been made to the nearest 20 seconds and computed to the nearest half second.
- No building permit will be issued for lot 60 until such time that a permit to fill wetlands, or reclamation of wetland boundaries has been approved by all agencies that would allow for sufficient width to construct a home.

LEGEND

- △ 1/2" Rebar Found
- 3/4" Rebar Found
- 1/2" x 18" Steel Rebar @ 4.300w/LF SET
- All other corners
- 1/2" x 18" Steel Rebar @ 1.500w/LF SET
- SF Lot areas in square feet
- Flood Plain

DAVEL ENGINEERING & ENVIRONMENTAL, INC
 CIVIL ENGINEERING CONSULTANTS
 1811 Keano Street, Menasha, WI 54952
 Ph: 920-931-1800 Fax: 920-933-8535
 www.davel.com

Revision Date: Feb 17, 2016
File: 4288Final2.dwg
Date: 02/17/2016
Drawn By: Jon
Sheet: 1 of 2



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: May 10th, 2016

Title:

Request Meeting with Kimberly Area School District and Outagamie Co. Sheriffs Dept. to discuss sidewalks and Safe Routes to School.

Issue:

Should the Village Board set up a meeting with the Kimberly Area School District and Outagamie Co. Sheriffs Dept. to discuss the pros and cons of sidewalks and the impact they have on Safe Routes to School?

Background and Additional Information:

The Village's current ordinance requires that any new subdivision be installed with sidewalks and/or trails to allow for bike and ped accomodations in new development. Part of the reason for requiring sidewalks and/or trails is to give kids a safe route to parks, playgrounds and schools without the need for them to walk in the streets. This helps to reduce the amount of bike and pedestrian conflicts with cars.

A request has been made by two Trustees to set up a meeting with the Kimberly Area School District and the Outagamie Co. Sheriffs Dept. to better understand how sidewalks and trails factor into the requirements for an area to be deemed a safe route to school.

If the board approves the meeting, then I would need to know if a quorum of the board plans on attending or if only a couple of trustees will be attending. A quorum of the board will require a meeting notice.

Budget/Financial Impact:

None.

Recommended Motion:

Motion to authorize the Village Manager to set up a meeting with trustees and the Kimberly Area School District and Outagamie Co. Sheriffs Dept.

Attachments:

None.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: May 10th, 2016

Title:

Request Darboy Sanitary District to add Village of Harrison name to water tower.

Issue:

Should the Village Board request and help finance the addition of the “Village of Harrison” to the Darboy water tower?

Background and Additional Information:

The Darboy Sanitary District is planning on repainting their water tower located in the Village of Harrison. Currently, the water tower has the name “Darboy U.S.A.” painted on it.

As a Harrison businessman stated at the last meeting, it is important that the Village begin to establish an identity, especially if they want to attract economic development to the area. One way to accomplish part of this is to begin to place signage to let people know when they are in the Village of Harrison. Since the water tower is the most recognized landmark in the Village, it would make sense to at least have a portion of the water tower say “Village of Harrison”.

Budget/Financial Impact:

Dependent upon an agreement with the Darboy Sanitary District.

Recommended Motion:

Motion to authorize the Village Manager to negotiate with the Darboy Sanitary District to discuss opportunity to place “Village of Harrison” on the water tower.

Attachments:

None.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: May 10th, 2016

Title:

Lower speed limit on Manitowoc Rd. west of County N.

Issue:

Should the Village Board reduce the speed limit on Manitowoc Rd. west of County N?

Background and Additional Information:

At the last Village Board meeting, a resident addressed the board with his concern about the speed limit on Manitowoc Rd. He stated that he had just purchased a home that backs up to Manitowoc Rd. and had notice that many people speed down the road. He requested that the Village Board look at reducing the speed limit on that road, especially since Woodland School is nearby.

Staff has looked at the road and has notice that a school zone sign is present near the intersection of Coop Rd. and Manitowoc Rd. The current speed limit on Manitowoc Rd. is 45 miles per hour until about 250 ft. from the intersection of Coop Rd. and Manitowoc Rd. At this point, the speed limit drops to 15 mph as it is in a school zone.

If the Village Board wishes to reduce the speed limit on Manitowoc Rd., then the Village Board will need to amend their current ordinance.

Budget/Financial Impact:

None.

Recommended Motion:

None at this time.

If the Board wishes to amend the ordinance, then staff will need to present an amended ordinance to the Village Board for approval at a future meeting.

Attachments:

None.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

Date: May 10th, 2016

Title:

Request for power panel shut off switch at Darboy Community Park.

Issue:

Should the Village Board allow for the installation of a power panel shut off switch at the Darboy Community Park and should the Village pay for the shut off switch?

Background and Additional Information:

Dennis Sweere with the Darboy Kiwanis has requested that a power panel shut off switch be installed on the power panel at the Darboy Community Park. Currently, when the power panel switch is turned off, the back of the power panel is still energized. Under new laws, WE Energies needs a power panel shut off switch that de-energizes the complete panel in order to install and remove the meter. The meter is installed and removed to accommodate the bands that play at Chickenfest.

The email that I received from Mr. Sweere states that they would like to permission to install the shut off switch and would like to know if the Village would be willing to contribute to the project.

Budget/Financial Impact:

Estimated cost is \$2,890.00 from Faith Technologies. This expense could be taken from the Park Maintenance budget if the Village Board wishes to participate in the funding.

Recommended Motion:

Motion to approve the installation of the power panel shut off in the Darboy Community Park.

Attachments:

Email from Dennis Sweere.

Cost estimate from Faith Technologies.

Travis Parish

From: Dennis Sweere <dennis.sweere@gmail.com>
Sent: Thursday, April 21, 2016 8:48 PM
To: Travis Parish
Subject: FW: Faith Technologies Quote
Attachments: Chickenfest - Disconnects for Power - 16-139-TF.pdf

Travis,

Attached is the quote from Faith Technologies to install the disconnects to the power boards at the park. Being this is village property, we need to discuss the cost and the installation of these. I fully understand that these may only be used for Chickenfest, so if we have to pick these costs up, I understand, but need your approval to proceed.

Let me know if we can move forward with this and if the village has any funds they can put toward this project.

Thank you

Dennis Sweere
Kiwanis Club of Darboy
Chickenfest Coordinator
920-213-0984

From: Steffanie Schaff [<mailto:steffanie.schaff@gmail.com>]
Sent: Thursday, April 21, 2016 8:49 AM
To: Dennis Sweere <dennis.sweere@gmail.com>
Subject: Faith Technologies Quote

Dennis,

Here is the quote from Faith Technologies. Do you want me to approach the town about sharing the cost or do you have a contact that you want to address this with?

Thanks!

Steff



Virus-free. www.avast.com



IT'S ABOUT CONFIDENCE. **YOURS.**

Monday, April 18, 2016

Proposal #16-139-TF

Customer Name
ATTN: Contact Name
Address
City, State Zip Code
Phone Number / Email Address

Job Location:
Darboy Community Park
N9334 Noe Road
Appleton, WI 54915

RE: Chickenfest – Disconnects for Power

Contact Name:

Faith Technologies is pleased to offer a price of **\$2,890.00** for the following electrical work:

Scope:

- Install [2] 200 amp disconnects
- Rework existing piping for new disconnects
- Pull new wire for new disconnects

Clarifications:

- All labor is figured at straight time

If you should have any questions, please feel free to contact me at (920) 225-6603

Sincerely,

Faith Technologies, Inc.

Travis Full

Travis Full
Associate Service Project Manager



IT'S ABOUT CONFIDENCE. **YOURS.**

Initial acceptance of desired options below, sign and return.

Chickenfest

Disconnects for Power

\$ 2,890.00

(Initial here) _____

ACCEPTANCE OF PROPOSAL the above prices, specifications and conditions are satisfactory and are hereby accepted. **You are authorizing Faith Technologies, Inc. to do the work as specified. Payment terms are net 30 days after date of invoice. Customer Acknowledges receipt of Faith Technologies Standard Terms and Conditions.** By submission of its bid, Faith Technologies, Inc. reserves the right to negotiate mutually acceptable contract terms, including review of any applicable Prime contract provisions, upon award of the work.

Purchase Order Number: _____

Printed Name: _____

Title: _____

Signature: _____

Date of Acceptance: _____

Please email signed contracts to **Kayla Loos** at kayla.loos@faithtechnologies.com

Proposal price is valid for 30 days.

Confidential, do not distribute without the prior written consent of Faith Technologies, Inc.



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Mark J. Mommaerts, AICP, Planner

Date:

May 10, 2016

Title:

Lake Park Sportzone Presentation & Authorization to Submit a Proposal

Issue:

Should the Village Board authorize staff to prepare a proposal with the Lake Park Sportzone for a grant from the Fox Cities Convention & Visitor's Bureau?

Background and Additional Information:

Representatives from the Lake Park Sportzone (corner of Sonny Drive & Lake Park Road) will be at the meeting to present conceptual plans for the addition to the Lake Park Sportzone. The Sportzone Group will be seeking funding for the addition through a grant from the Fox Cities Convention & Visitor's Bureau (FCCVB). The FCCVB issued a Request for Proposals for design, construction, financing, operation, and maintenance of a sports facility. The funding for the sports facility is planned to come from the room tax collected by FCCVB.

The Sportzone will be presenting conceptual site plans, floor plans, elevations, and general information on the RFP process. The RFP requires municipal support as part of the proposal.

Budget/Financial Impact:

Unknown at this time. It is expected that any costs incurred as part of the project will be paid from the room tax, including interest/financing costs.

Recommended Action:

Staff recommends that the Board authorize staff to prepare a proposal with the Lake Park Sportzone Group for the Sports Facility RFP from the Fox Cities Convention and Visitor's Bureau.

Attachments:

- None